

Matrix Search Group is a dynamic Real Estate Talent Expert with over sixteen successful years. We have refined our people centric approach which ensures that we evaluate the unique nature of the individual and the key dynamics of each client. We implement a highly systematic approach. We begin by tapping into our broad base of knowledge cultivated from our vast experience, connecting people to ideas and ideas to people. From this platform of intelligence, we connect clients to candidates and candidates to clients, ultimately enabling us to create sustainable relationships. In addition, we are steered to preserving a boutique environment and the leadership mindset. We deliver a personal touch with a commitment to integrity, diversity and relationships.

Matrix Search remains true to our industry areas of expertise which include construction, leasing, real estate investments, operations, accounting, legal, asset and property management sectors.

We are seeking a **Property Manager** to join our Client's team. In this role you will be reporting directly to the Vice President of Property Management. Our Client is one of Canada's top Real Estate and Property Management firms. Competitive benefits, flexible hours and recognition of the importance of career development are offered. This is an intermediate level position, and is a great opportunity for an Assistant Property Manager. Salary range for this position is \$70,000-\$90,000 based on level of industry exposure. Our Client is an advocate for diversity and recognizes the value of leadership.

RESPONSIBILITIES

- Develop and maintain strong relationships with tenants to understand their current and future needs
- Address tenant's comments and concerns in a timely and professional manner
- Understand tenants' leases to effectively communicate the responsibilities of both the landlord and the tenant
- Manage and maintain the properties efficiently and cost effectively, in accordance with the budget
- Negotiate and manage required service contracts
- Monitor expenses and property maintenance requirements, including capital requirements
- Supervise contractors to ensure projects completed on time, within budget and within building codes and regulations
- Ensure all tenants requests received through work-order system are addressed
- Manage, motivate and provide guidance to Property Administrator and Building Operators to ensure success in their roles
- Ensure staff practice high levels of customer service

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QUALIFICATIONS

- Minimum of 4 years of experience in Property or Facilities Management
- Diploma or Degree in Business Management or Administration, or a related field and/or comparable work experience is an asset
- Skilled in the use of Word, Outlook, and Excel
- Demonstrate excellent organizational and time management skills, high level of accuracy, and attention to detail
- Development and execution of strategic plans, proven track record of delivering growth and profitable results
- Excels in a high volume, dynamic and fast paced environment and enjoy new challenges
- Possess highly effective coaching, facilitating, presentation, influencing, & leadership skills
- Positive and enthusiastic, hands-on approach with a strong bias to client service
- Superior communication skills, both written and verbal with a successful track record in working with staff at all levels
- An REIC designation or working toward an REIC designation is an asset

FOLLOW US:

- Twitter: @matrixsearch
- LinkedIn: www.linkedin.com/company/matrix-search-group

If you are interested in this position and would like to join a successful and dynamic organization, please forward your resume in Word format to:

resumes@matrixsearch.ca or please call 416.703.3400

We thank all the candidates for their interest, but only those under consideration will be contacted.

Matrix Search Group is a strong advocate for diversity and is an equal opportunity employer.